



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN HUMAN RESOURCES
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MEMORANDUM FOR DISTRIBUTION

Subj: Business Practice Changes for Managing Employee Development


In an effort to facilitate the management of civilian training and development for activities within the Department of the Navy, eight business practices in the Human Resources Service Centers (HRSC) have been redesigned. The new policies, described in Attachment 1, reflect our desire to streamline and standardize processes, eliminate unnecessary practices, and reduce oversight wherever possible. These new practices will be fully implemented by April 2004.

Employee development remains a key human capital objective. Each HRSC Training Department (Code 30) will continue to provide advisory services and guidance on legal and regulatory training policy; process and maintain accurate records of successfully completed training into the Defense Civilian Personnel Data System; conduct training needs assessments; and administer courses that support regional generic requirements (Attachment 2). We anticipate that the described business practice changes in Attachment 1 will increase efficiencies in the management of employee development while maintaining the highest quality of customer service to our workforce.

Assessment of the effectiveness of employee development functions remains a joint endeavor between the activity and the servicing HRSC. Attachment 3 describes the roles of the activity and HRSC Code 30 service providers in meeting regulatory training requirements.

Representatives from each HRSC are working now to make the transition to new business practices as smooth as possible. The anticipated deployment of an automated training administration tool, for which a pilot is now being initiated, will provide support at the activity level for the business process changes described here.

I know you share my goal of ensuring that our human resources capabilities are as effective and efficient as possible and I trust that you will support this effort. For more information about the business practice changes or the automated training administration tool, contact Rod Markham, Director, Executive Personnel and Leadership Development Division, at 202-764-0650 or Dr. Edith Alexander, Training Program Manager, at 202- 764-0642 or DSN 764-0642.


Debra J. Edmond
Director, Office of Civilian
Human Resources

Attachments:

1. Department of the Navy Redesigned Business Practices for Employee Training and Development
2. Continuing HRSC Training and Employee Development Services
3. Activity Requirements for Review of Training and Employee Development

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